

Development Opportunity Sale of City-owned Vacant Land

General Information

- Properties offered are surplus vacant lots, generally zoned for residential or commercial use.
- Buyers must not be considered a prohibited purchaser by the City of Rochester.
- Buyers who own property in the city must be current in their tax payments, and cannot have any outstanding code violations against other property they own.
- Buyers who purchase and develop City-owned real estate are restricted to a maximum of 3 simultaneous projects.

Completing a development proposal

All bidders must complete a development proposal describing the intended use of the property, estimated construction costs, construction schedule and detailed information about purchase and construction financing. The City may, at its discretion, approve a proposal from an adjoining owner which does not call for site improvements, providing the purchaser agrees to combine the City-owned lot with the property they currently own.

The development proposal must state the amount of the bid placed by the buyer. Minimum bid for each property is \$50.

For proposals which entail new construction, buyers are encouraged to obtain cost estimates from a knowledgeable contractor or architect. Prior to submitting a proposal, the proposed use of the property should be reviewed with the City's Bureau of Zoning, Room 121-B, to verify compliance with the City Zoning Code. The Zoning office phone number is 585-428-7043.

Bidders must also submit a purchaser affidavit which identifies the buyer(s) and itemizes other property they own within the City.

Placing a bid

Bids must consist of the following 3 items:

- 1) Completed proposal outline describing your bid price, intended use, cost estimate, financing plan and schedule for making the improvements to the site, and
- 2) Signed and completed purchaser affidavit, and
- 3) Deposit of \$50, payable in cash, or by cashier's check payable to City Treasurer. Credit cards, personal checks, business checks and money orders WILL NOT be accepted. Deposit will be refunded if the proposal is not approved.

Placing a bid (continued)

The City will open bids on a weekly basis. Sale will be awarded to the highest bidder who submits a proposal which meets with City approval. Weekly bid deadline is Tuesday at noon.

All bids must be delivered to the following address:

**City of Rochester
Division of Real Estate
30 Church Street, Room 028B
Rochester NY 14614.**

Proposal Review:

Proposals will be reviewed by City staffpersons with expertise in real estate, zoning and building codes, urban planning and economic development. The proposals will be selected based on the following criteria: appropriate legal and practical use for property, expertise of proposed development team, accuracy of cost estimate, time frame to complete the project, financial capacity and compatibility of use for the surrounding area.

Preference will be given to proposals for construction of taxable improvements. However, the City may waive the construction requirement for adjoining owners. In the case of a sale to an adjoining owner, the lot must be combined with property they currently own.

Final proposal selections will be made approximately 60 days after submission of bids. All bidders will be notified of the result of the proposal review in writing. If a proposal is not accepted, the \$50 deposit will be refunded to the bidder.

Proposal Selection:

After a proposal is selected, an acceptance letter will be mailed to the purchaser. The correspondence will include four (4) purchase offers, all of which must be signed and returned with the balance of a 25% deposit and an in-lieu of tax payment. The acceptance letter will set forth the amount to be paid and will contain instructions for finalizing the sale.

Council Approval:

When the signed purchase offers and payment are received by the City, the sale will then be submitted to City Council for approval.

Following City Council's approval of the sale, the buyer assumes care, custody and control of the property. Buyers are notified of City Council approval by mail.

Buyers should NOT begin work on any site improvements until conditional closing takes place, and not until approval for such improvements has been granted by the Zoning and/ or Permit office.

Conditional closing:

The City Law Department will contact buyers to set up a conditional closing, at which time the buyer will pay the balance of the purchase price. The Law Department will provide the buyer with instructions for closing. Buyers will be given a specified time period from the date of closing to complete any required site improvements.

Completion of improvements / final closing:

When the work has been completed in compliance with all applicable City codes, the City Law Department will record the deed in the purchaser's name.